



ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS

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Regular Session Minutes

April 10, 2009

Board Members Present: Geri DeWaard, OTR, Chair
Rebecca Grabski, OTA Vice-Chair
Kathryn Babits, OTR Member
John Tutelman, Public Representative

Board Members Absent: Deborah Devine, Public Representative

Staff Present: Wendy Hammon, Executive Director
Vicki Egurrola, Administrative Assistant

Legal Representative: Seth Hargraves, Assistant Attorney General

Call to Order

The regularly scheduled meeting of the Arizona State Board of Occupational Therapy Examiners was called to order at 1:30p.m. Geri DeWaard, Chair presiding.

Roll Call

All Board members were present with the exception of Ms. Devine.

Approval of Minutes

Regular Session Minutes of March 13, 2009

There were a couple of changes requested by the Board which Staff noted. John Tutelman moved that the minutes be accepted with the noted changes. Ms. Grabski seconded the motion and it passed 4-0.

Declaration of Conflicts

No declarations were made.

Review Meeting Schedule

No changes were made to the meeting schedule for May. However, the June meeting was moved to June 5, 2009 due to Board Member conflicts and the need to conduct a formal interview.

Initial Review of Complaints

There were no new complaints submitted.

Open Complaints

Jamson Hendler – Mr. Hargraves reported that he was able to get in touch with Mr. Hendler who had concerns with some of the wording of the surrender agreement document. Mr. Hargraves believes that the concerns have been resolved and Mr. Hendler has again stated that he will sign the document. The document is to be returned to Mr. Hargraves who will notify staff of its receipt.

Matthew Strang – Per the request of the Board at the last Board Meeting, staff requested that Mr. Matthew Strang along with Ms. Tracy Carrier and Ms. Karna Tamariz be present for the informal review of the complaint filed by Ms. Tracy Carrier. During the fact finding, questions arose that resulted in the Board adjourning to Executive Session for the purpose of seeking legal advice. Ms. Grabski moved to go into executive session at 2:37 p.m. to obtain legal advice. The motion was seconded by Mr. Tutelman with a 4-0 vote.

The executive session ended at 2:55 p.m. and the public session resumed at that time. After considerable questioning and careful consideration of the material presented, Mr. Tutleman moved to take the matter to a formal interview since there was sufficient information provided which led the Board to the conclusion that violation(s) of the statutes and/or rules may have occurred. The motion was seconded by Ms. Grabski and passed 4-0.

Substantive Review, Discussion, and Vote Re: Applications For Licenses as Follows:

a. Initial Applications

Jeannene Babcock	Margaret Heyd	Rose Moor	Audrey Sigurdson
Melanie Bates	Christine Holder	Kristie Porter	Johni Stahl
Nicoletta Calorie	Janice Huey	Kathryn Schulze	David Stefanik

Ms. DeWaard moved to approve the initial application submitted to the Board. The motion was seconded by Ms. Babits and passed 4-0.

b. Renewal of Licenses

Michelle Artz	Megan Eldridge	Stephanie Konstantinidis	Linda Schlenker
Kathryn Barrett	Carrie Fancher	Erin Linard	Rachel Shamah
Karen Becker	Angela Ferrari	Melissa Mcnaughton	Anthony Soza
Anne Carlsson	Suellen Greenberg	Jacque Nelson	Rosemary Szemerei
Shawna Christofis	David Hartman	Tina Nelson	Dawn Whitcomb
Craig Ciuk	Lori Howe	Timmery Perez	Jennifer Woodford
Robin Coleman	Virginia Johnson	Debra Rhoads	
Ann Defrancis	Kathy Khalsa	Jennifer Roselli	

Ms. Babits moved to approve the renewal applicants listed on the April 2009 renewal applicants list. Mr. Tutelman seconded the motion. The motion passed 4-0.

c. Limited Permits

Ellyn Starikoff			
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Ms. DeWaard moved to approve the one limited permit submitted to the Board. Ms. Babits seconded the motion and the motion passed 4-0.

Other Board Business and Reports

There was no other Board Business or Reports for this meeting.

Review, discussion and Possible Action on Administrative Matters

a. Revenue and expenditure report

Ms. Hammon presented the revised revenue and expenditure report which provided the Board with more detail regarding the financial status of the Board. The Board agreed that they liked the new format and that 4 months of data was sufficient.

b. Administrative Project Status Report

Update on Status of Rule Revisions

Ms. Hammon reported that there has been no change to the rule revisions as the Governor has not yet lifted the rule making freeze.

Office Space

Ms. Hammon visited a proposed site for the relocation of the Board but turned it down since it was disjointed and would not be conducive to the smooth operation of the Board.

Reimbursement of the Department of Administration

Ms. Hammon provided the Board Chair with the revised letter to the Department of Administration which was signed and will be sent immediately.

Revision of Agency Forms

Ms. Hammon provided several forms which staff has been working on. Since the Board had not had time to review the forms, Ms. Hammon requested that they do so and get back to her sometime the following week with any concerns and/or recommendations.

Agency Website

Ms. Hammon reported that staff have been reviewing the website and exploring the possibility of migrating the current website to the new State format. There was discussion of this possibility and the fact that utilizing the new format would provide a more professional look to the site as well as provide staff with the ability to update the site themselves rather than having to wait on an outside person to do so. Ms. Babits moved to approve this project. The motion was seconded by Ms. Grabski and passed 4-0.

Links on the Website

Ms. Hammon advised the Board that questions had arisen from outside the agency as to whether or not the Board would consider permitting links to various educational opportunities on the website. The Board stated that the statutes would not permit such listings. Ms. Hammon will pass this on to anyone who makes this type of inquiry.

c. Agency Operations and Staffing

Ms. Hammon reported that the agency had received approval to proceed with hiring the third position for the office. She explained that the primary function of the position would be in support of the AT Board but that due to the size of the AT Board the person would also act as receptionist, phone answerer, file clerk and other related duties. The Board asked Ms. Hammon to conduct the initial interviews and bring the highest candidates to the Board for the final interview.

Call to the Public

A call for public comment was issued by the Board with no response.

Adjournment

There being no further business before the Board, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Wendy H. Hammon
Executive Director